

Agency Wellness Champions Meeting
Tuesday, Aug 23, 2011
1:30 pm-3:00 pm
Veterans Services Building

Present:

Joanne Prillaman (MTC)
Amy Sanda (DOT)
Beth Lundholm (MMB)
Jenny O'Brien (DLI)
Bob Eder-Zdechlik (MMB)
Patricia Fox (Century College)
Kim Engwer-Moylan (MDH)

Linda Feltes (MMB)
Chris Barth (DOC)
Sandy Stolt (PERA)
Janice Jones (MDH)
Sally Kupferschmidt (MSRS)
Dawn Cvengros (MMB)
Diane O'Connor (OHE)

Presenters:

Brenda Norman (MMB)
Courtney Patt (JourneyWell)

Skills and Strategies for Reaching Senior Leadership (Brenda Norman)

On the one hand, we're proud to be leading programs that are grassroots-driven. On the other hand, in order for our wellness programs to both grow and be sustainable, we all recognize the value of management support.

Brenda Norman is the state director for workforce planning and employee development. Brenda helped us understand the minds of our state leaders, and how we might use that information to engage them. What do they need to know in order to promote employee wellness and support our work?

(Thank you, Amy for the following notes.)

Effective presentations – Speaking to the Big Guns
Personal effectiveness and leadership

1. What is it? What is the **most important thing** you want to convey?
2. So what? Why is it important?
3. Now what? What are the steps to implement this, what do you want from upper management?

Audience concerns included:

1. Access to managers and certain individuals who can help take action
2. What can we reasonably ask for? Know the audience. (Goes back to access)
3. Managing Up and Down, through middle management and supervisors, as well as upper management and coworkers.
4. How to make appointment for presentation(s)

Preparation – Pre-work helps advance decision making. Surface issues – other can offer objective ways to help resolve them; check facts because the integrity of the information is crucial.

People – Knowing audience: Do they want to see charts and graphs (visual presentation), or do they want a simple page of information (text, numbers)? Find mentors to put you on the agenda, and help you organize presentation. Get objective feedback from someone before talking to upper management.

Presentation:

1. Begin with the conclusion, get to the point. Time Factor is important.
2. Be spontaneous for effective persuasion. Build a dialog with the ‘Big Dogs’.
3. Clear goals – be focused. Talk to individuals who will implement ideas/program (beforehand if possible).
4. Urgency and clarity – give them the answer with specific steps and reasons.
5. Effective communication. Strengthen employee/community involvement and support.
6. Regarding wellness – statistics on how a healthier workforce improves employee productivity, workplace morale, cost savings.

Process – Delivery Do’s and Don’ts. Delivery is extremely important. Whether a power point, or not, the numbers, charts and supporting data need to move smoothly from point A to B.

Do’s: Keep moving, ‘cut to the chase’. Pace is as important as content – getting to the point helps keep the audience attentive. Be succinct; give main details with three supporting points. Bonding with audience (whether it’s two or over 1000) – keep presentation short (e.g. 10 minutes and a few slides), then get a dialog going.

Don’ts: Stop one-way presentations and create a dialog. Through discussion, both sides benefit from feedback and interaction.

Use acts over emotions. Typically an audience of thinkers, passion does not matter as much as incorporating reason and analysis. Executive teams can be a mixed audience of analytical, thinking personality types, as well as creative, feeling types; knowing audience is quite important.)

Human Connection - Adapt your style for audience: some prefer numbers and text, others may like charts, graphs, animation. People of high intellect may appreciate some humor, but most want strong research to back up the points.

Create presentation for the audience – are they technical, creative, big picture, business focused? Some ‘Shoot from Hip’ CEO’s want quick points, while more analytical executives want extensive data with charts, spread sheets, bar diagrams, etc.

Most executives reiterated: importance of starting with the bottom line ... then peel it back ... (punch line at the beginning) will capture audience better than leading up to a ‘surprise’ at the end of the presentation. Ask the questions first, then support the conclusion. Example: Health and Wellness programs save the state money. How? (Other points are compelling and concise, and the speaker should be prepared to answer questions!)

Brainstormed Possible Talking Points Regarding Health and Wellness:

Statistics on how many participants in an activity, class or brown bag presentation; hits on a website (showing interest)

Worker's comp – employees preventing injuries, or having support to recuperate

Resiliency in the workplace, with budget constraints

Actual stories on success to back up arguments for fitness, education (prevention)

Lifestyle changes (physical, emotional, mental and spiritual health) – behavioral changes

Projects completed with more efficiency

Interrelationships, office morale

Energy Break was lead by Janice Jones. Thanks, Janice!

JourneyWell Update (Dawn Cvengros and Courtney Patt)

Courtney introduces us to a new JourneyWell group coaching pilot program called Discover Resilience. It is a class that will meet for 30 minutes a class over six weeks, during the lunch period. State employees officed around the Capital complex are invited to an introductory lunch and learn on Sep 13 at which time they can pre-register. The class is free to any state employee. Participation is limited to 15; after which a waiting list will be formed.

The six themes of the class are healthy thinking, lifestyle choices, self-care skills, resources, giving back and appreciation. The classes will be interactive.

JourneyWell and MMB need your help promoting this course. You received an email with a flyer and email/intranet announcement attached. The email text is also presented at the end of these minutes.

Next Meeting

Tuesday, Sept 27

Veterans Services Building

(12:00-12:30)

Discover Resilience! Lunch & Learn

Join other employees to learn about and register for a 6-week series offered by JourneyWell.

1:30-3:00

ACW meeting

Anticipate a great presentation from Todd Kohl, EAP Organizational Health Services

SoM Lunch 'n Learn Email

Promoting 6-week group coaching pilot series kickoff

Subject line:

Wellness Lunch 'n Learn — **September 13!**

Discover ways to feel better — more often

When you find it tough to get going — rely on resilience. Muster the energy you need to stay at the top of your game. Plus, discover ways to bounce back. Learn how in a new 6-week group coaching program from JourneyWell and the State of Minnesota. We'll help you turn your off-kilter days into good days by developing some new, healthy habits.

Learn more

Join us Tuesday, **September 13**, for a lunch 'n learn on ***Discover Resilience***. Be prepared to sign up that day. The program is limited to 15 participants. It kicks off **Tuesday, September 20**. Weekly sessions — led by a professional health coach — meet on the Capitol Complex from **12 to 12:30 p.m.** each Tuesday through October 25.

Be there!

What: ***Resilience*** Group Coaching Series Lunch 'n Learn

When: Tuesday, September 13, 12–12:30 p.m.

Where: Veteran's Service Building, 5th Floor Conference Room, 20 W. 12th Street, St. Paul

There is no cost to attend the lunch 'n learn or the 6-week group coaching series.